C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.9/4
29 July 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

FINAL REPORT: Task Team IX, ADP Systems Library

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Subject report is attached for coordination within member agencies. This is a revision of CODIB-D-111/1.9/3, 23 February 1966 (T/IX/R-1, 4 February 1966) and reflects changes necessitated by use of the IBM 1410 Formatted File System to process the recommended File and Program Catalog System (FPCS). A draft CODIB Report to USIB on this subject will be distributed shortly and both will be scheduled for discussion at an early CODIB meeting.

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[redacted]
Acting Secretary

Group 1
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downgrading and
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C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.9/4
29 July 1966

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

FINAL REPORT

T/IX/R-1/1

29 July 1966

Group I
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C-O-N-F-I-D-E-N-T-I-A-L

T/IX/R-1/1
29 July 1966

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

MEMORANDUM FOR: Chairman, Committee on Documentation

SUBJECT: Submission of Final Report

1. Submitted herewith is the Final Report of Task Team IX for CODIB consideration and approval. The report has one attachment which is the draft, as approved by the Task Team, of the recommended Instruction Manual for Submission of Entries to the USIB ADPS File and Program Catalog System (FPCS).

2. The Final Report covers Task Team IX's recommended concept of the USIB ADP systems catalogs, the content of the catalogs, frequency of reporting and updating, and publication of the catalog by DIA on behalf of USIB. The Team has held twenty meetings, from October 1964 through June 1966 with many redrafts between meetings to resolve differences. A combined total of approximately 1600 manhours has been expended by the Task Team members and supporting personnel (not counting CSS personnel). This total includes 500 manhours (professional and clerical) expended by DIA, exclusive of the Task Team IX members, in the preparation of the DIA Manual 65-8-1 on which the Task Team IX draft of a USIB manual is based. This DIA Manual includes recommendations made by Task Team IX members.

3. The Task Team has been composed of representatives from CIA, DIA, NSA and the Air Force (AFNINB), with State furnishing one "observer". [redacted] of the CODIB Support Staff served as Secretary. Army (ACSI) and Navy (ONI) were unable to provide representation. This was of less significance than originally envisaged because, as explained in the attached report, the Task Team is, in essence, recommending to CODIB a subset of the larger DIA-DoD intelligence ADP catalog for which DIA has already obtained Army and

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Navy concurrences. One question still remains to be answered, i.e., whether AEC and FBI intend to contribute to the ADPS Library (or catalog)? They have not been represented on Task Team IX. The Task Team feels that the answer to this question can be obtained best through CODIB with its full USIB-agency representation. State has indicated that it will contribute to the catalog if and when ADP files and programs become available.

4. As noted in the attached Final Report, three items remain temporarily unresolved because of work still in progress by other groups. The first refers to the Unit Identification Code (UIC). A new DoD UIC is currently being prepared by the JCS for DoD under a committee chaired by the Office, ASD (Comptroller). This new UIC is expected to be published by DoD during 1966; it will be included in the JCS PUB 7. In the meantime, Task Team IX has obtained the new UIC as prepared by JCS for all USIB agencies and for those DoD agencies most likely to contribute to the USIB File and Program Catalogs. The second item refers to the Intelligence Activity Codes which should be reconsidered when the Content Control Scheme being developed by CODIB Task Team I is published and approved. The third item refers to DIA's method of publishing the ADPS catalogs. A final DIA decision on the details of how to publish them has not yet been made, but whatever decision is made on behalf of USIB will, of course, be coordinated with USIB member agencies. Task Team IX recommends that these three remaining tasks be monitored by, or coordinated with, CODIB through the CODIB Support Staff. The Task Team feels that these three unresolved items are of an administrative nature which should not delay the submission of the Final Report.

5. The Final Report includes content lists for File Description and Program Description, and their associated indicators for "mandatory" and "optional" reporting items for non-DoD USIB agencies, all items being mandatory for DoD agencies. These mandatory USIB items represent the extent to which all members of Task Team IX could agree.

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[redacted]

Chairman

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Task Team Members:

25X1A [redacted] DIA

25X1A [redacted]

25X1 [redacted], NSA

Lt. Col. Warren S. Lamour, AF (AFNINB)

25X1A [redacted]

T/IX-R-1/1
29 July 1966

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

FINAL REPORT

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SUMMARY AND RECOMMENDATIONS

SUMMARY

1. Task Team IX found that the purpose of establishing and maintaining a catalog system reflecting ADP files and programs within the Intelligence Community is subject to different interpretations. DIA considers the catalog system as a management tool for guiding DoD intelligence ADPS developments as well as a general information register for the cognizance of all concerned. The Air Force member of the Task Team subscribed to this view. The CIA and NSA members saw little use of the catalog system as a management tool as far as their agencies were concerned. They felt that all that is needed from the system are answers to the two questions: "What intelligence ADP files and programs are available?" and "Where are they?" Once these questions are answered, the details required for decision making can be obtained by contacting the custodial agency. It was agreed, however, that since DIA will use the catalog system as a worldwide management tool, it needed more detailed answers to the two questions than did CIA and NSA. The reporting system developed was, therefore, designed to answer both needs by dividing the reporting items into two orders of responses: "mandatory" and "optional" for non-DoD USIB agencies and for NSA.

2. This reporting system means that CIA and NSA would submit data for all mandatory reporting items considered of common interest to all USIB agencies, but would respond to the optional reporting items only as and when the data are readily available and/or conform with the Agency policy. DoD intelligence agencies will respond to all reporting items both optional and mandatory. Both CIA and NSA Task Team members objected to reporting on ADP development efforts, limiting their reporting to operational ADP files and programs.

3. The Task Team membership represented only CIA, DIA, NSA, and Air Force, with State providing only an "observer". Because of this situation, the question remains unanswered whether AEC and FBI will contribute to the catalog system as specific intelligence ADP files and programs become operational.

4. By request of USIB, DIA is already charged with the machine processing and publication of a catalog of ADP systems for SIGINT. By a separate DoD directive, DIA is similarly charged with developing an ADP catalog system for DoD intelligence agencies. At the time the

Task Team was formed in October 1964, DIA had already started to develop formats for the DoD reporting system. Since the objectives of the two reporting systems are identical, the Task Team left it to DIA to develop a single operating system to handle the preparation of both catalogs rather than two distinct systems. Accordingly, the USIB catalog system is recommended as a subset of the DoD system, both being identical except that non-DoD USIB agencies are not bound to report against all reporting items. The Task Team also left to DIA the responsibility for the design of the machine formats and programs to be used in the processing system, incorporating the Task Team reporting recommendations. The Task Team agreed with DIA's recommendations for quarterly publication of the two catalog systems (Files and Programs), but formulated specific instructions for methods of publication, breaking up the File and Program descriptions into a series of volumes reflecting various Security and Control levels.

5. The Task Team was unable to provide cost estimates for operating the catalog system as requested by the Chairman of CODIB, but gave an indication of manpower (i.e., time) requirements for preparation of inputs to the system, i.e., from two to four hours for reporting on each file or program description submitted. Because of the inability to provide a realistic cost estimate at this time, the Task Team finds it advisable to establish a method of annual appraisal of the cost and effectiveness of operating the system, a task recommended as a continuing assignment to the CODIB Support Staff.

6. Attachment 1 to this Final Report contains the instructions for preparation and submission of entries for the USIB ADPS File and Program Catalog System. The manual establishes a punched card reporting system comprised of seven card formats (1,2,3,4,A,B and C) for specific file description and five card formats (5,6,7,8 and 9) for program description. The first six reporting items (card columns 1-16) of each card format contain standard identifiers which are crucial to the operation of the FPCS (report originator, file or program identifier, card format identifier, card security classification or card security control, card handling/releasability, and an action code to denote addition or deletion of information). Reporting items which are mandatory have been marked with an asterisk. File description is accomplished by 38 reporting items of which 22 (including six card identifiers) are mandatory. Program description is accomplished by 31 reporting items of which 21 (including six card identifiers) are mandatory.

RECOMMENDATIONS

The Task Team Recommends That:

1. The Intelligence ADPS Manual: (U) Submission of Entries to the USIB ADPS File and Program Catalog System (FPCS), as contained in Attachment 1 to this Final Report, be approved as a USIB publication.

2. Non-DoD USIB Agencies and NSA be charged with reporting against all "mandatory" items, leaving other items "optional" with the understanding that DoD intelligence agencies, except NSA, will report against all items.

3. The catalog system be published by DIA in accordance with the Security--Control system as indicated in paragraph 14 of this Final Report, i.e., descriptions of files and of programs should be published in four volumes each if so indicated by security classification: one for SAO--Controlled, one for SI (SSO-Controlled), one for Top Secret and Secret (whatever the highest security classification of total report contributions indicate), and one for Confidential and Unclassified.

4. The CODIB Support Staff, in conjunction with CIA, DIA, and NSA be charged with preparing a standard report format for an annual assessment by USIB agencies of cost figures in terms of manpower and dollar expenditures for maintaining the USIB FPCS and for commenting on the usefulness of the system. This annual assessment should be submitted to CODIB by the CODIB Support Staff.

DISCUSSION

1. Purpose of Catalog--Conflicting Opinions. In order to better understand the proposed concept of operation of the USIB ADP systems library (to be presented in form of a catalog), some general background on the views of the various agency representatives regarding the function of the library is necessary. The recommended concept is a result of efforts to resolve basic differences in the view of Task Team IX agency representatives. These differences are a result of conflicting opinions regarding the purpose of the ADP library.

2. To DIA the catalog of intelligence ADP files and programs has a two-fold purpose:

a. To serve as a management information system for DIA to aid in carrying out its worldwide DoD intelligence ADP management function.

b. To serve as a general USIB and DoD information register of exchangeable ADP intelligence files and programs.

With these considerations in mind and before the work of Task Team IX began, DIA, in response to DoD Directive No. 5100.40, dated 28 September 1963, developed a draft DIA Manual No. 65-8-1: IDHS, Vol. VII, Management Systems: (U) Part 1, the ADP File and Program Catalog System (FPCS). This draft was used as a starting point for deliberations of Task Team IX, and it was the desire of DIA to consolidate the recommendations of Task Team IX with those of DIA into a single instruction which would satisfy DIA's objectives as well as those of other USIB agencies.

3. While recognizing that DIA had a second use for the catalog, both CIA and NSA felt that the extensive file and program information required by the DIA Manual was unnecessary for USIB exchange purposes. They felt that the catalog need not contain all of the reporting details required by the DIA draft instruction. In fact, most of the controversy which developed during the meetings centered around the question of how much information needed to be submitted about each file or program in order for a potential user to determine whether or not he needed a particular file or program. CIA and NSA maintained that only a minimum amount of information about an exchangeable file or program should be recorded and circulated to potential users, and that if further information was necessary before a decision could be made by

a potential user, it could be obtained through subsequent contacts with the agency submitting the particular description. It was felt that heavy reliance should be placed on the content of the brief abstract which was to be submitted and that additional details were considered to be in the "nice to have" category. It was pointed out that no matter how many details were given in the description entered in the catalog, a prospective user of a file or program would have to contact the agency in possession of the file or program for additional details before a decision could be made. There was considerable support for this viewpoint, both from inter-governmental agency studies on the subject, and from previous USIB direction. The basic USIB directive which prompted the work of Task Team IX (USIB-S-13.1/4, 24 May 1963 approved by memorandum USIB-M-276, item 3, dated 26 June 1963) contained only nine reporting items related to ADP program and equipment descriptions (13 items if broken down into subcategories) compared with 26 items for the program descriptions required by the DIA draft. However, DIA consistently maintained that additional information beyond that outlined by the CIA and NSA representatives was needed in the general information catalog in order to satisfy their management responsibilities as well as to reduce the number of subsequent queries.

4. The USIB ADPS Catalog System -- A Subset of the DIA/DoD Catalog System. The solution to these divergent viewpoints was not found until the Task Team agreed to the concept that the USIB ADP Catalog System would function as a compatible subset of the larger DIA-DoD Intelligence ADPS Catalog System. It was felt that it would be much more feasible and economical for DIA to develop a single operating system to handle the preparation of both catalogs rather than two distinct systems. It was further decided that, since DIA was charged with the machine processing and publication of the USIB catalog, they should be given full responsibility for the design of the machine formats and programs to be used in their processing system. The Task Team then decided to restrict its efforts to: (a) determining the method of reporting each item of information (not the arrangement or format of the items); (b) determining the items of information to be reported on a "mandatory" and "optional" basis by non-DoD USIB agencies; (c) determining the frequency, content and order of the catalogs to be published; and (d) preparing a draft USIB Instruction which is compatible with the proposed DIA Manual in order that a single processing system can be used by DIA. Task Team IX then proceeded to recommend modifications to the DIA draft and to determine which reporting items in the revised DIA draft manual, which contained these modifications, could be supplied on a mandatory basis by the non-DoD intelligence agencies. Only those items which the representatives unanimously agreed to submit are included as mandatory items. However, CIA and NSA have indicated that the optional items will

be reported when the information can be conveniently obtained and recorded.

5. Mandatory and Optional Reporting Items for Non-DoD USIB Agencies. Since DIA was previously requested by the USIB directive mentioned in paragraph 3 above to maintain the ADP catalog for the whole Intelligence Community, Task Team IX agreed to accept the basic format contained in DIA Manual No. 65-8-1 for the submission of file and program descriptions. The proposed USIB Instruction Manual submitted as Attachment 1, is compatible with DIA Manual No. 65-8-1; the only essential differences in the copies to be distributed to USIB agencies are the insertion of asterisks for "mandatory" reporting items, and a slightly different editorial arrangement.

6. The items for File Description and for Program Description are given below. Items recommended as mandatory are indicated by an asterisk (*).

a. File Description:

* (1) Report Originator

* (2) File Identifier (a code assigned by the file custodian)

* (3) Card Format Number (Identifier)

* (4) Card Security Classification or Card Security Control

* (5) Card Handling/Releasability

* (6) Action Code (addition of new file; changing previous information; etc.)

* (7) Descriptive Title of the File

* (8) Highest Card Security Classification or Card Security Control (for file description)

* (9) Highest Card Handling/Releasability (for file description)

* (10) File Security Classification or Security Control

* (11) File Handling/Releasability

* (12) File Intelligence Subject Code (ISC)

* (13) Date of File Description (Year, Month)

* (14) Date of File Automation

* (15) Earliest Date of Information in File (Year, Month)

* (16) File Currency:

(a) Active Files

1 Unit of Time Lag (Update Cycle: Daily, Weekly, Monthly, etc.)

2 Amount of Time Lag (Currency Indication: lag time between the latest date of information in the file and the actual date the file was updated: Hours, days, months, etc.)

* (17) Storage Medium (Cards, paper tape, magnetic tape, disk, drum)

* (18) Disk or Tape Recording Mode (Binary, Binary Coded Decimal, Mixed)

* (19) Abstract description of the purpose of the file

* (20) Geopolitical Area (Countries or geographical areas covered by the file; use country codes as given in DIA Instruction 65-6A plus "ZZ" for worldwide). NSA will not fill this in until an appropriate USIB code is approved.

(21) Intelligence Activity Supported by the File

(22) Approximate Number of Logical Records in File

(23) Logical Record Size

(24) Estimated Annual File Growth Rate, expressed in number of logical records

(25) Logical Record Type (Fixed length; variable length; mixed)

(26) Magnetic Tape Block (Maximum No. of BCD characters)

(27) Dependency on other Files

(28) File Order (Random or mixed, sequential)

(29) File Up-Date Cycle

(30) Exchange Count (Number of other organizations who receive or have received copies of this file)

(31) Equipment Manufacturer and Model

(32) Programs used to process this file (abstract)

(33) Substantive Data Elements

b. Program Description:

* (1) Report Originator

* (2) Program Identifier (Identifying code assigned by the program custodian)

* (3) Card Format Number (Identifier)

* (4) Card Security Classification or Card Security Control

* (5) Card Handling/Releasability

* (6) Action Code (Addition of new program; changing previous information; etc.)

* (7) Program Security Classification or Security Control

* (8) Program Handling/Releasability

* (9) Descriptive Title of the Program

* (10) Highest Card Security Classification or Card Security Control (of program description)

* (11) Highest Card Handling/Releasability

* (12) Program Status (Operational)

* (13) Date of Program Automation (Date program was operational): Year, month [See item (22) below]

* (14) Program Language

* (15) Software Dependency

* (16) Equipment Manufacturer and Model

* (17) Minimum Set of Equipment and Special Features Required to Run this Program

* (18) Abstract Describing the Program

(19) Program Documentation Status

(20) Program Run Frequency (Daily, weekly, monthly, quarterly, semi-annually, etc.)

(21) Program Size (Approximate number of core locations required by the program)

(22) Software Source

* (23) Date of this Program Description: Year, Month

(24) Exchange Count (number of other organizations who have received copies of this program)

NOTE: The ordering of the items above is arranged for convenience in evaluating Task Team IX's recommended "mandatory" and "optional" reporting entries. As such, it is quite different from the ordering in Attachment 1 which is arranged by card formats.

7. As seen from the above list, 20 of the 33 file description entries required by the DIA Instruction have been recommended as mandatory for the non-DoD USIB agencies. Of the 24 program description entries required in the DIA Manual, 19 were recommended as mandatory for non-DoD USIB agencies.

8. Included as mandatory reporting items for all of the agencies are all but one of the items contained in the original USIB reporting directive cited in paragraph 3 above. This was item "2. (g)" of the USIB directive:

> "Detailed information on interface with supporting communications facilities or systems."

The only known interface systems now in use within DoD are the AUTOVON (Automatic Voice Network) and AUTODIN (Automatic Digital Network). Both of these are operated by the Defense Communications Agency (DCA) for the Defense Communications Systems (DCS). Some tests are now being conducted by DCA for intelligence applications, but security risks have made any proposed system at the present time unacceptable for all higher levels of classification. Other interface systems which are tailored for specific processes are in existence at NSA on a limited scale. However, there are no programs now in existence which are felt to be of any general use in the Intelligence Community. Therefore, Task Team IX believes that this item should not be included at this time.

9. Reporting Manual for the USIB File and Program Catalog System. A few explanatory remarks are pertinent here concerning Attachment 1 which is the Task Team draft: "Intelligence ADPS Manual--Submission of Entries to the USIB ADPS File and Program Catalog System." This

Manual has been prepared by Task Team IX based on the DIA Manual. In conformance with paragraph 4 above, it incorporates all suggestions submitted by Task Team IX plus additional DoD items of reporting which are not mandatory reporting items for non-DoD USIB agencies. All mandatory reporting items, applicable to all USIB agencies, have been marked by an asterisk in the left margin. The instructions in this Manual are essentially identical to those published as DIA Manual 65-8-1. The DIA Foreword has been changed to conform to the USIB format, such as that used in the publication of the Intelligence Subject Code (ISC).

10. The Manual covers five chapters, as follows:

Chapter I	Introduction
Chapter II	System Concepts (contains a Summary of Catalog content)
Chapter III	File and Program Description Card Identification
Chapter IV	File Description
Chapter V	Program Description

To facilitate accession when preparing inputs, the short supporting documents are incorporated in pertinent chapters and the longer ones are annexes. These supporting documents are:

a. Unit Identification Codes (Agency Identification), yellow pages III-6 and 7.

b. Intelligence Activity Codes (Supported by an ADP File), pages IV-10 and 11.

c. Equipment Make and Model, green pages IV-22 and 23.

d. Sample File and Program Description Cards (Formats 1 through 9 and A, B, C), Annex 1.

e. Geopolitical Code for Intelligence Systems [DoD]. Annex 2.

f. Intelligence Subject Code (Chapter Summaries), Annex 3.

11. A comment is pertinent here concerning the Unit Identification Codes (UIC). It is now being prepared by the JCS as a six-digit code

for all defense units. A DoD committee chaired by Mr. John W. Bullock of ASD (Comptroller) is currently working on this code. The completed code will probably not be published before sometime in Calendar Year 1966. In the meantime, Task Team IX has obtained JCS-approved codes assigned to the USIB/DoD agencies most likely to report to this catalog.

12. The ISC three-digit code will be used to indicate its general subject areas covered by an ADP file. The Intelligence Activity Codes were developed by DIA as a general list of DoD intelligence activities supported by the ADP file concerned. It is realized that these codes may not yield a perfect subject and activity classification for each catalog entry, but Task Team IX feels that it will be adequate for its limited purpose of indexing USIB catalog entries until better codes are adopted by USIB.

13. Quarterly Publication in Sections Determined by Subject and Security Levels. Task Team IX recommends acceptance of DIA's recommendation to publish the ADP catalog quarterly. Reporting on new entries for the catalog is timed accordingly.

14. Task Team IX recommends that DIA publish and disseminate the catalog in two parallel sections, one for file description and one for program description. Each of these two sections should be published in four volumes with the following security classification:

a. SAO -- Controlled

b. SI (SSO -- Controlled)

c. Top Secret or Secret (whatever the highest security classification of total report contributions indicate)

d. Confidential and Unclassified

The USIB directive, cited in paragraph 3 above, requested that all contributions to the catalog be held at its lowest possible classification. To simplify dissemination of the catalog, Task Team IX recommends that all catalogs except the SSO and SAO catalogs regardless of security level be published as NOFORN, CONTROLLED DISSEMINATION, GROUP 1. The SSO and SAO catalogs should be published as NOFORN and conform to the highest security classification of total report contributions.

15. All of the catalogs will be listed by organization, and within organization by the file or program identification number. All will have

a permuted title index which will lead to the appropriate entry in the catalog. The file descriptions will also be indexed by intelligence subject code, intelligence activity code, and by country code.

16. Cost and Manpower Factors. The Chairman of CODIB has requested that all proposals by Task Teams include estimated implementation costs in terms of both dollars and manpower (CODIB Minutes for the 62nd Meeting, 4 May 1965, paragraph 5.b.). However, it is impossible for Task Team IX to submit a cost estimate at this time for two reasons:

a. Very little information is currently available as to the number of expected catalog submissions.

b. The computer processing system has not as yet been planned and developed by DIA. This will be a significant part of the cost of the operation.

17. However, some idea of the manpower required for the preparation of an entry into the catalog was gained in the process of preparing two prototype entries included in Attachment 1. One of these is a sample file description, the other a sample program description. In order to acquire the necessary information to prepare the entries in the proper format, the efforts of a number of people were required. Even though one of the participants was fairly familiar with format requirements, it took about four hours each to complete the two entries. These prototypes included information on both mandatory and optional reporting items. It is estimated that if only the mandatory items were furnished, the entries could have been prepared in about two to three hours. This limited sample is all that could be used at this time as a guide in making a general estimate, but Task Team IX feels that since a large number of people will be called upon from time to time to make the entries into the catalog and that these people may not be familiar with preparation procedures, the time taken for these two entries is a representative minimum. Only about 15 minutes was required to punch the necessary information onto IBM cards.

18. Since a realistic cost estimate cannot be provided at this time, Task Team IX recommends that a standard report format be prepared by the CODIB Support Staff in conjunction with CIA, DIA and NSA. At a minimum, this report should provide cost figures in terms of both manpower and dollar expenditures, and comments concerning the usefulness of the exchange system, i.e., the number of programs and files that have been exchanged as a result of the publication of the catalogs, and other

benefits that may have been derived through the exchange. This standard reporting form should be submitted to CODIB through the CODIB Support staff, by each reporting agency on an annual basis. The first annual report would be due one year following the official publication of Attachment 1. Although it is generally felt that an exchange of files and programs among the agencies of the Intelligence Community is desirable, we feel that in actual practice this may not be true. An annual report as proposed would provide a means of evaluating the cost of maintaining the ADP catalog system vs. the usefulness of the system to the participating agencies.

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Attachment 1

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

INTELLIGENCE AUTOMATIC DATA PROCESSING SYSTEMS MANUAL

(U) SUBMISSION OF ENTRIES TO THE USIB ADPS FILE AND PROGRAM CATALOG SYSTEM (FPCS)

FIRST EDITION

29 July 1966

Group I
Excluded from automatic downgrading and declassification.

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

FOREWORD

These Instructions prescribe the reporting requirements, procedures, and formats for submission of descriptions of automated intelligence master data files and computer programs for inclusion in the USIB ADP Systems Library Catalog.

The Instructions are issued pursuant to their approval by the United States Intelligence Board (USIB) on . It has been prepared by an interagency task team under the direction of the Committee on Documentation (CODIB). At the request of USIB, the Defense Intelligence Agency (DIA) will maintain the USIB ADP Systems Library Catalog on behalf of the United States Intelligence Community. DIA will periodically publish catalogs of library ADP files and programs holdings.

Comments of users on means to improve the Catalog will be welcomed. Such comments, or requests for additional explanations, changes or additions should be addressed, through channels, to the Chief, CODIB Support Staff, Office of Central Reference, Central Intelligence Agency.

[redacted]

CHAIRMAN

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T/IX/R-1
29 July 1966

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

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Chapter I

INTRODUCTION

1. The File and Program Catalog System (FPCS) is designed to provide the United States Intelligence Community with data to produce a central catalog of automated master intelligence data files and of computer programs used to process these data files. This catalog will be published quarterly by the Defense Intelligence Agency (DIA) on behalf of USIB and of DoD and is intended to facilitate the exchange of information among members of the Intelligence Community.

2. The success of this system depends entirely upon the strict adherence, by all participants, to coding instructions. Data submitted that is not in accordance with this manual will lead to erroneous or meaningless items in printed reports and may in some cases be rejected in processing. These reports will be returned for resubmission during the next reporting cycle. The printed reports can be used for checking the validity of input. Input data found to be erroneous will be resubmitted during the next reporting cycle.

3. It should be noted that DIA, as the publishing agency, is operating this catalog under a USIB Directive (USIB-S-13.1/4, approved on 26 June 1963). In addition, on its own initiative, DIA has published an instruction manual with the same objective as this USIB manual (DIAM 65-8-1, IDHS Vol. VIII Management Systems, Part 1, the ADP File and Program Catalog System (FPCS), first edition of which was published 15 October 1965). DIA requires a greater number of reporting items from DoD ADP intelligence elements than is required by other USIB agencies. In consequence, the reporting requirements submitted in this manual reflect combined requirements of USIB and DoD, the former being a subset of the larger DIA/DoD reporting requirements. In this manual, the USIB reporting requirements have been marked by an asterisk in the left margin, preceding the card column designations for each card format used. Items so marked are mandatory reporting items for all USIB agencies. Unmarked items are optional for all except DIA/DoD. USIB agencies reporting against the mandatory reporting items are encouraged to respond to other reporting items shown in this instruction manual.

4. The File and Program Catalog will be operated by DIA on an IBM 1410, 80K memory computer, using the Formatted File System (FFS)

programs.

5. Caution must be used in designating file and program identifiers. Each reporting agency is responsible for assigning a unique identifier for each file or program developed within the agency. Unit I.D. plus file or program identifier will be the accession to the file. File or program identifiers must not be reused.

6. Requirements for additional data elements or data codes should be submitted to the Chief, CODIB Support Staff, Office of Central Reference, Central Intelligence Agency.

7. This Instruction Manual is effective immediately.

Chapter II

SYSTEM CONCEPTS

1. Purpose.

The purpose of the File and Program Catalog System (FPCS) is twofold:

a. To provide a central mechanism for collecting descriptions of intelligence data stored in an automated form and of the associated computer programs and processing equipment.

b. To facilitate the exchange of information among the members of the Intelligence Community to eliminate or reduce unnecessary duplication of effort in the development of automated intelligence files and their associated computer programs.

2. Scope.

a. This Instruction applies to all USIB agencies.

b. All intelligence files and programs which are considered by the reporting agency to be of interest to other USIB agencies will be described, provided catalog publication procedures are in accordance with existing security regulations of the reporting agency.

c. The classification of these descriptions will be kept as low as possible.

d. It is not required that non-DoD agencies submit information on inactive files or on programs under development.

3. Definitions.

For the purpose of this instruction, the following definitions will apply:

a. Master file. A file containing relatively permanent information which is a combination of data that is contained in no other file. Individual data elements will be standard and may be contained in, or derived from, various master files. Only master files containing intelligence information and ancillary files needed to process these files, such as an index or thesaurus, will be reported. Derivative files will not be reported in this system.

b. Automated file. A machine-processable file stored on punched cards, paper tape, magnetic tape, drums, or disks. Film transparencies of all types are excluded, but independent indices to film transparencies are included if they are stored on one of the media mentioned herein.

c. Computer program. The complete sequence of machine instructions necessary to solve a problem or accomplish a processing task whether this sequence is called subroutine, routine, program, or some other term. Manufacturers' programs which are commercially available to all users are excluded unless major modifications have been made to the programs, in which case, the modifications should be described. In addition, the basic components of the Formatted File System (FFS) for the 7090/94 and 1410 computers are excluded except where major program modifications have been made. Only those programs needed to process automated master files will be reported in this system.

d. Tape block. For the purpose of this instruction, the term "tape block" is the same as "physical record", which is defined as "a segment of data inscribed on a recording medium and physically delimited in some fashion, e.g., written on a magnetic tape or disk and preceded and followed by end of record gaps, or punched on a single card."

e. Logical record
A collection of data elements closely enough related to be customarily processed as a unit within a computer even though, in an external recording medium, the same stream of data may occupy any number of physical records or any portion of one physical record. Contrasted with "physical record."

4. Use of 80-column cards. The FPCS is predicated and guided by the principle that an action is initiated and controlled by a series of 80-column, punched, EAM cards.

a. File and program descriptor cards, each containing a unique card identification, will be used as a basis for maintaining the FPCS. These cards are grouped as follows:

(1) Main file descriptor cards:

Card format 1 - Descriptive file title
Card format 2 - Geopolitical areas

Card format 3 - Miscellaneous file descriptions
Card format 4 - Abstract describing file

(2) Supplementary file descriptor cards:

Card format A - File dependency
Card format B - Programs used to process this file
Card format C - Substantive data elements

(3) Program descriptor cards:

Card format 5 - Descriptive program title
Card format 6 - Miscellaneous program descriptions
Card format 7 - Minimum equipment and special features needed to run program
Card format 8 - Abstract describing the program
Card format 9 - Software dependency and miscellaneous program descriptions.

b. The punched card actions can result in an addition to the catalog, a change to the catalog, or a deletion to the catalog. Except for the addition of a new file or program description, the card identification must match the identification of a record in the catalog, or all data being submitted on the card will be rejected.

c. To delete a file reference to the catalog, card formats 1 and A will be submitted. To delete a program reference to the catalog, card format 5 will be submitted. Detailed instructions are provided in subsequent chapters.

d. To change any part of a file or program description, the old version of the description must be deleted from the catalog and the complete updated description substituted in its place as an addition to the catalog.

e. Each participating agency will submit cards in separate decks under any of the following designations, as required:

(1) Main file description deletions
(2) Main file description additions
(3) Supplementary file description deletions (card format A)
(4) Supplementary file description additions
(5) Program description deletions
(6) Program description additions

f. To add a new program to the file catalogs, appropriate decks must be prepared for the main and supplementary files. To delete a record from the file catalog format 1 and format A, delete cards will be prepared. To change a file description, delete and add cards must be prepared for either or both file description formats, depending on the changes to be made.

5. Card data content.

a. Positive identification and control in the FPCS is provided by uniquely identifying each file or porgram description with an identification in columns 1 through 16 of each punched card. The following information is contained in these identification columns (mandatory reporting items indicated by asterisk):

*(1) Report originator (Unit Identification Code)

*(2) File or program identifier (assigned by report originator)

*(3) Card format identifier

*(4) Card security classification or card security control

*(5) Card handling/releasability

*(6) Card action (addition or deletion to the catalog)

b. File descriptor cards, numbered 1 through 4, contain the following additional information:

(1) Card format 1, Descriptive File Title

* (a) Descriptive title of the file.

* (b) Highest security of file description cards.

* (c) Highest handling of file description cards.

*(2) Card format 2, Geopolitical area(s) covered by the file. Geopolitical codes are those given in the current DIA Instruction 65-5 series plus ZZ for worldwide (see Annex 2). For NSA, see NOTE under card format 2, card columns 19-72.

(3) Card format 3, Miscellaneous File Descriptions

* (a) File security classification or file security control.

* (b) File handling/releasability.

(c) Intelligence activities supported by the file.

* (d) Intelligence subjects covered by the file.

* (e) Date of file description (report date).

* (f) Date file became (will become) automated.

* (g) Earliest (oldest) date of information in the file

(h) File update cycle.

* (i) File currency.

(j) Approximate number of logical records in the file.

(k) Designed logical record size.

(l) Estimated annual file growth.

(m) Logical record type (fixed, variable, mixed).

* (n) Data storage medium (cards, paper tape, magnetic tape, disk, drum).

(o) Magnetic tape block, if applicable.

* (p) Disk/magnetic tape recording mode, if applicable.

(q) File order.

(r) File exchange count.

(s) Equipment make and model.

*(4) Card format 4, Abstract describing file.

c. Supplementary file description cards (formats A,B, and C) contain the following information:

(1) Card format A, File Dependency

(2) Card format B, Programs used to process this file.

(3) Card format C, Substantive data elements.

d. Program descriptor cards (format 5 through 9) contain, in addition to the card identification, the following information:

(1) Card format 5, Descriptive Program Title

* (a) Security classification or security control of the program.

* (b) Handling/releasability of the program.

* (c) Descriptive title of the program.

* (d) Highest security of program description cards.

* (e) Highest handling/releasability of program description cards.

(2) Card format 6, Miscellaneous Program Descriptions

* (a) Program status (operational are mandatory)

* (b) Program documentation status.

* (c) Date program became operational.

(d) Program run frequency.

(e) Program size. (Number of core locations).

* (f) Program language.

*(3) Card format 7, Minimum Equipment and Special Features needed to run this Program.

*(4) Card format 8, Abstract describing program.

(5) Card format 9, Software Dependency and Miscellaneous Program Descriptions.

* (a) Equipment make and model.

* (b) Date of program description (date of report).

(c) Program exchange count.

* (d) Software dependency.

(e) Software source.

6. Submissions.

a. The information required by this Instruction will be submitted on punched cards accompanied by a machine listing of the submitted cards. The card decks and listings will be transmitted in accordance with established security procedures.

b. All reports will be batched and submitted by each agency and command on 1 February, 1 May, 1 August, and 1 November. Approximately twenty days will be allowed prior to system update.

c. All cards within a batch will be grouped by card format sequence within each file or program description.

d. Cards sent by mail will be accompanied by one 8Ø-8Ø printout of the cards, double spaced.

e. JANAP 128 should be consulted for cards transmitted through the AUTODIN network.

f. If no action has occurred during a quarter, a negative report, by message, will be submitted as follows:

(1) By DoD agencies: UNCLAS FOR DIAMS. REF DIAM 65-8-1. NEGATIVE.

(2) By non-DoD agencies: UNCLAS FOR DIAMS. REF USIB FPCS. NEGATIVE.

g. All submissions will be addressed to:

Defense Intelligence Agency
Washington, D. C. 20301
ATTN: ADPS Center

7. Instructions concerning the publication of the ADP File and Program catalogs, and procedures for requesting services from the data base, will be published later as an addendum to this volume.

CHAPTER III

FILE AND PROGRAM DESCRIPTIONS CARD IDENTIFICATION

Card identification is the key to processing any action in the File and Program Catalog System (FPCS). It is contained in the first sixteen columns of every card which is submitted and provides positive identification and control. This identification will be covered in detail in this chapter and thereafter will be shown as basic card identification in the detailed explanation for each card format. This identification receives processing edits in accordance with these instructions. Improper identification data on any card will cause a rejection of all data submitted on that card.

Card Cols.	No. Chars.	Item	Card Edit
* 1-6	6	Report originator (alpha, numeric): Six alpha or numeric characters to indicate the originator of the report. The DoD standard Unit Identification Code (UIC) will be used. See pages III-6 and 7. This field (columns 1-6 will not be left blank.	A,N
* 7-12	6	File or program identifier (alpha, numeric, or blank): Six or less alpha or numeric characters (left-justified) commencing with card column 7 to represent the file or program designation assigned by the report originator which uniquely identifies the file or program within the reporting organization. All alpha and numeric characters are acceptable. Special characters are not permitted. This field (columns 7-12) will not be left completely blank.	A,N,b
* 13	1	Card format identifier (alpha, numeric): Enter the appropriate card format identifier. A blank is not permitted. One of the following card format identifiers must be used:	A,N

Card format identifiers	Card type
1	File description card 1

Card format identifiers	Card type	Card Edit
2	File description card 2	
3	File description card 3	
4	File description card 4	
A	File description card A	
B	File description card B	
C	File description card C	
5	Program description card 5	
6	Program description card 6	
7	Program description card 7	
8	Program description card 8	
9	Program description card 9	

Detailed coding instructions for each card format identifier are provided in subsequent chapters.

* 14 1 Card security classification or card security control (alpha): One alpha character representing the classification or control of the information entered in each card. The use of control codes or combination codes, where appropriate, take precedence over the use of classification codes. A blank is not permitted. One of the following classification, control or combination codes must be used: A

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

The following combinations of classification and control code are authorized:

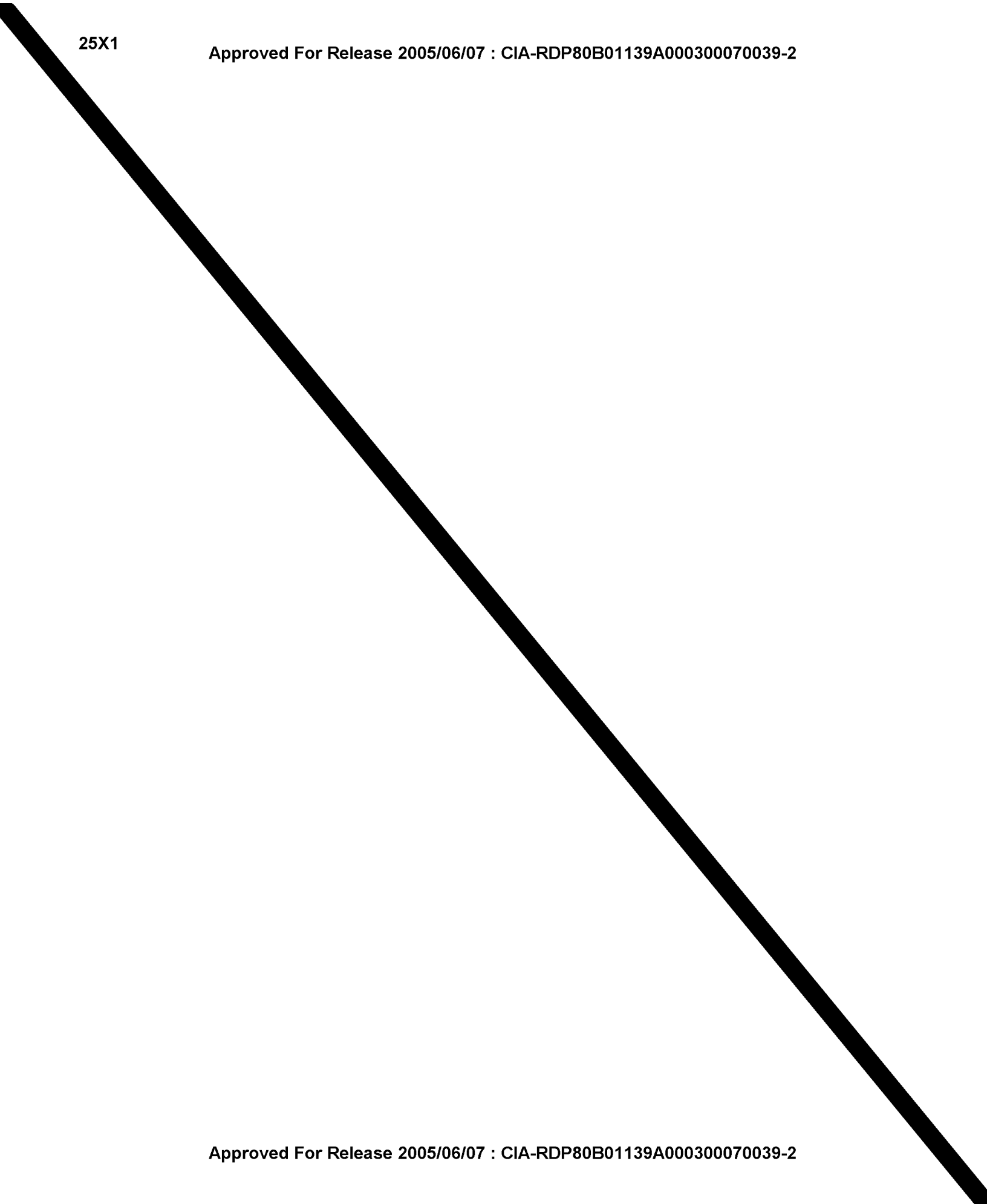
25X1

NOTE 1: Although each card is coded separately with a classification or control code, the file or program report must be submitted as a complete package. The package must be transmitted in accordance with the procedure required by the highest classification code or the control code used in one or more of the cards prepared for a file or program report. Every effort must be made to use the minimum classification code which still protects the information on that card in accordance with existing security regulations. Use control codes only when absolutely necessary.

NOTE 2: If none of the above codes are adequate for security purposes, the reporting organization will notify the CODIB Support Staff (address as in Chapter I paragraph 6) through appropriate channels, specifying the requirement and requesting that a code be assigned.

NOTE 3: This field will be filled in by NSA and CIA with the same information that is contained in columns 79 and 80 of card formats 1 and 5.

* 15	1	Card handling/releasability (alpha): One alpha character representing the handling/releasability of the information entered in each card. Handling/releasability codes are used to indicate the dissemination restrictions of the information entered in	A



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report originator desires to delete the entire file or program description from the system. When the "D" is used on card format 1, the FPCS maintenance program automatically deletes the information associated with the file description obtained from card formats 2, 3, and 4. Similarly, the "D" on card format 5 automatically deletes the information associated with the program description obtained from card formats 6, 7, 8, and 9; and the "D" on card format A deletes information obtained from card formats A, B, and C.

NOTE: See Annex 1 for sample file and program descriptions.

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Chapter IV

FILE DESCRIPTION

Section A

CARD FORMAT 1

DESCRIPTIVE FILE TITLE

Card Cols.	No. Chars.	Item	Card Edit
* 1-16	16	Card Identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. Enter the numeric character "1" in card column 13 for card format 1 entries.	A,N
*17-72	56	Descriptive title of the file (alpha, numeric, special character or blank): Fifty-six card columns of free text (left-justified) commencing with card column 17 for the descriptive title of the file which has been identified in card columns 7-12 of the card identification. Never leave completely blank. All alpha and numeric characters are acceptable. Only the following special characters are acceptable:	A,N,S,b
73-78	6	Reserved for DIA use (blank): Leave blank. NOTE: When card format 1 is used for the deletion of an existing file description from the FPCS, complete card	b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

identification must be provided in accordance with the detailed coding instructions in Chapter III; the alpha character "D" is entered in card column 16 (action code); and card columns 17-80 are left blank.

* 79 1 Highest card security classification or card security control (alpha). A

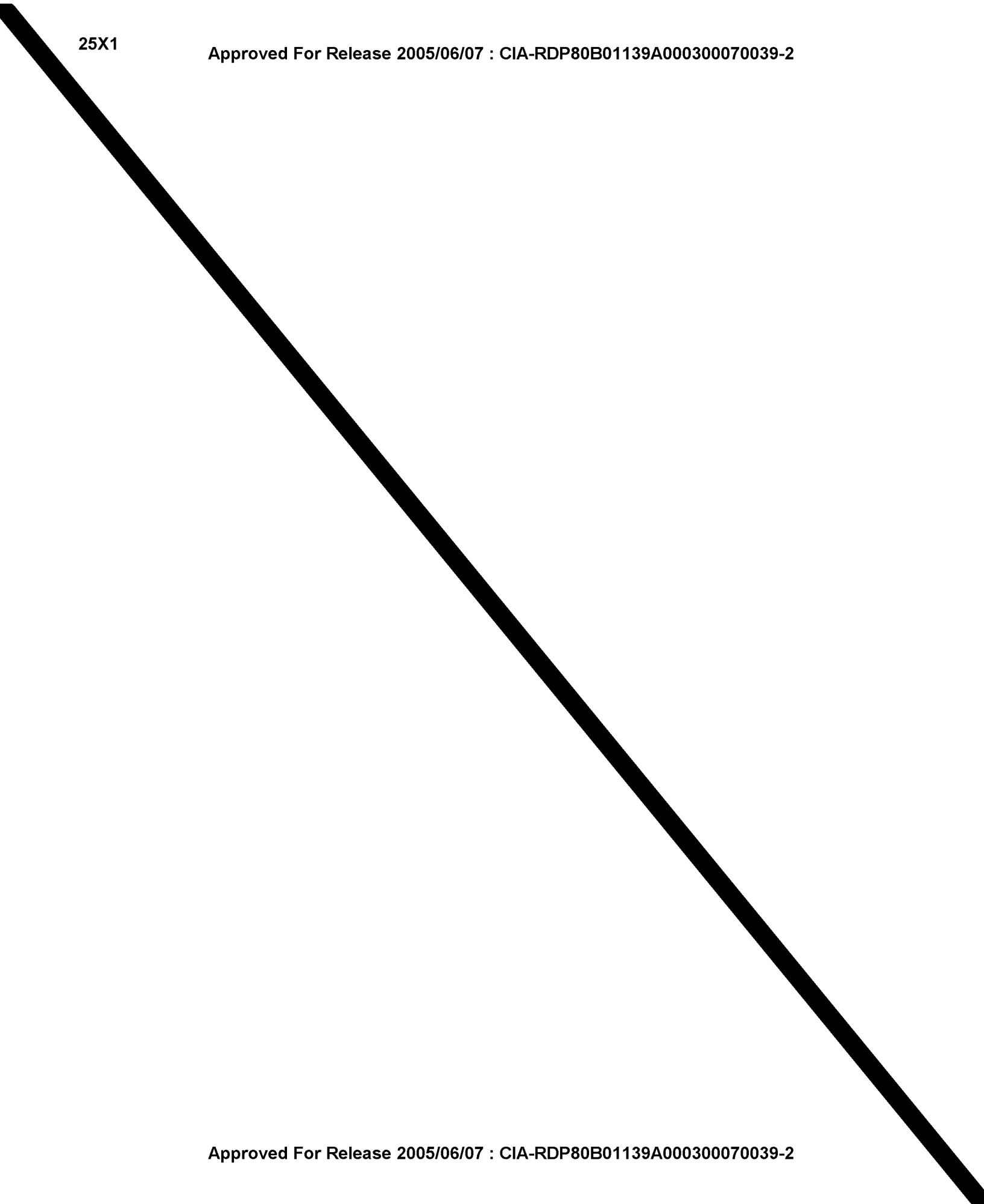
NOTE: This security classification refers to the description of the file as given in this set of four card formats. As such, it may differ from the actual security classification of the file as shown in card format 3 below.

One alpha character representing the highest security control code used in one or more of the cards prepared for this file description.

A blank is not permitted. One of the following classification, control or combination codes must be used:

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled



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Section B

CARD FORMAT 2

GEOPOLITICAL AREAS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 2 enter the numeric character 2 in card column 13.	A,N
*17-18	2	Card format 2 sequence number (numeric): Two numeric characters representing the card format 2 sequence number. A maximum of 4 cards is permitted. Only the numeric characters ØØ-Ø3 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Geopolitical area (alpha or blank): A two-alpha-character code in one or more of the two-card-column groups for the geopolitical area (countries, continents, water area, or worldwide area) covered by the file. Refer to the Geopolitical Code for Intelligence Systems (DIAI 65-5A series), Annex 2, for the proper code to be entered. Use continent and water area codes rather than specific codes whenever all specific codes under the general code are included in the file. In addition, the alpha characters "ZZ" for worldwide may be used. NOTE: Since NSA is not using the DoD Geopolitical Code, and cannot use it for entry submissions to this catalog, NSA will include references to country or countries covered by the ADP file in the abstract of card format 4 (see page IV-24). Until a USIB decision is made	A,b

concerning the new Politico-Geographic code developed by CODIB, CIA will use the current DoD Geopolitical Code.

Card Cols.		Card Edit
19-20	First geopolitical area, if applicable, or blank.	A,b
21-22	Second geopolitical area, if applicable, or blank.	A,b
23-24	Third geopolitical area, if applicable, or blank.	A,b
25-26	Fourth geopolitical area, if applicable, or blank.	A,b
27-28	Fifth geopolitical area, if applicable, or blank.	A,b
29-30	Sixth geopolitical area, if applicable, or blank.	A,b
31-32	Seventh geopolitical area, if applicable, or blank.	A,b
33-34	Eighth geopolitical area, if applicable, or blank.	A,b
35-36	Ninth geopolitical area, if applicable, or blank.	A,b
37-38	Tenth geopolitical area, if applicable, or blank.	A,b
39-40	Eleventh geopolitical area, if applicable, or blank.	A,b
41-42	Twelfth geopolitical area, if applicable, or blank.	A,b
43-44	Thirteenth geopolitical area, if applicable, or blank.	A,b

		45-46	Fourteenth geopolitical area, if applicable, or blank. A,b
		47-48	Fifteenth geopolitical area, if applicable, or blank. A,b
		49-50	Sixteenth geopolitical area, if applicable, or blank. A,b
		51-52	Seventeenth geopolitical area, if applicable, or blank. A,b
		53-54	Eighteenth geopolitical area, if applicable, or blank. A,b
		55-56	Nineteenth geopolitical area, if applicable, or blank. A,b
		57-58	Twentieth geopolitical area, if applicable, or blank. A,b
		59-60	Twenty-first geopolitical area, if applicable, or blank. A,b
		61-62	Twenty-second geopolitical area, if applicable, or blank. A,b
		63-64	Twenty-third geopolitical area, if applicable, or blank. A,b
		65-66	Twenty-fourth geopolitical area, if applicable, or blank. A,b
		67-68	Twenty-fifth geopolitical area, if applicable, or blank. A,b
		69-70	Twenty-sixth geopolitical area, if applicable, or blank. A,b
		71-72	Twenty-seventh geopolitical area, if applicable, or blank. A,b
73-80	8		Reserved for DIA use (blank): Leave blank. b

NOTE: If more space is required for reporting geopolitical area or file dependency codes, continuation cards may be used by repeating card identification (card columns 1-16) plus a unique card format 2 sequence number (Ø1-Ø3) in card columns 17-18. Through the use of card format 2 sequence numbers, a maximum of 108 geographic areas can be recorded.

See Annex 1 for sample of card format 2, columns 17-80.

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Section C

CARD FORMAT 3

MISCELLANEOUS FILE DESCRIPTIONS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 3 enter the numeric character 3 in card column 13.	A,N
*17	1	File security classification or security control (alpha): One alpha character representing the classification or control of the information contained in the file. The use of control codes takes precedence over the use of classification codes. A blank is not permitted. One of the following classification, control or combination codes must be used:	A

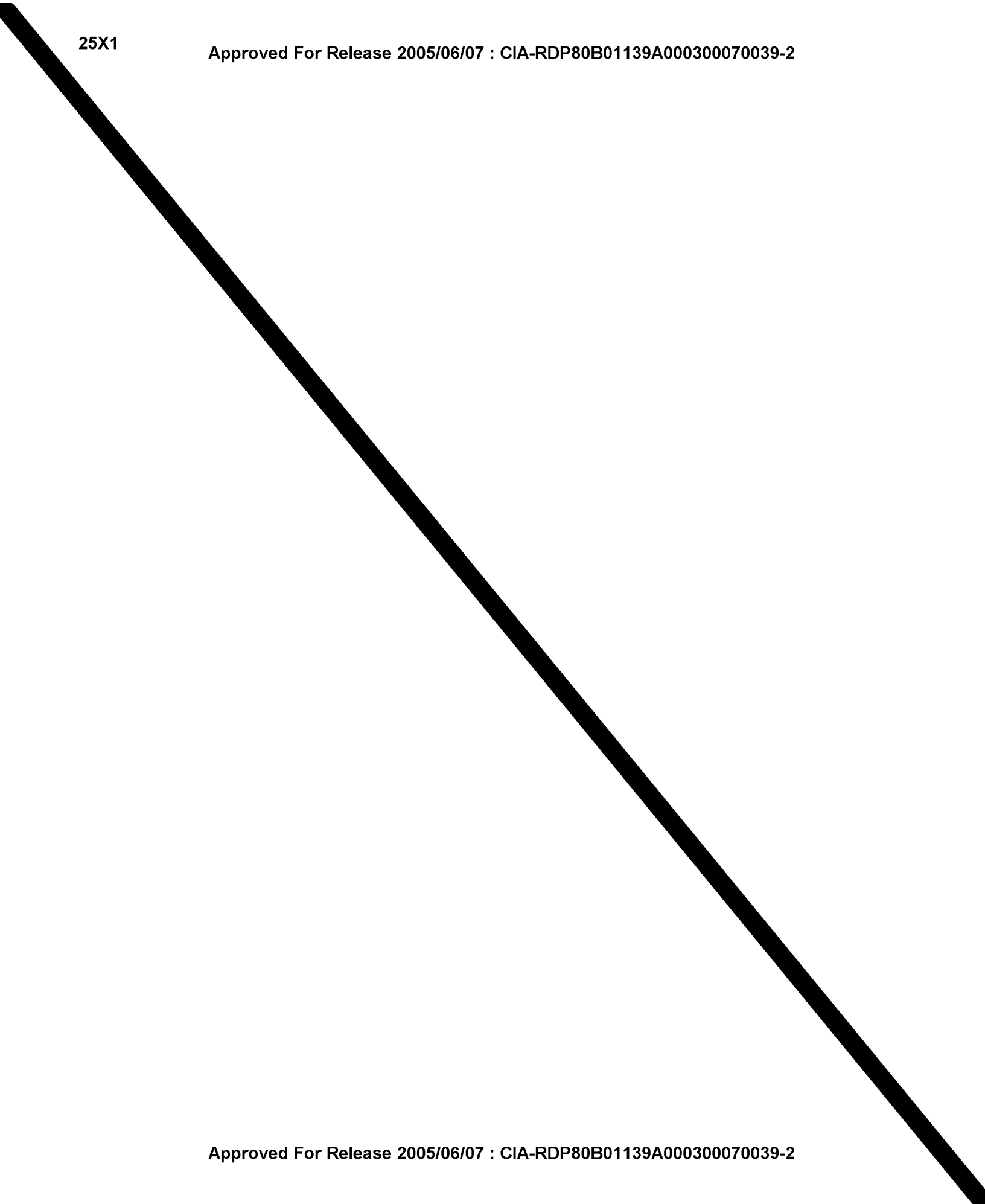
Classification Code — Description

Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code — Description

Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

The following combinations of classification and control code are authorized:



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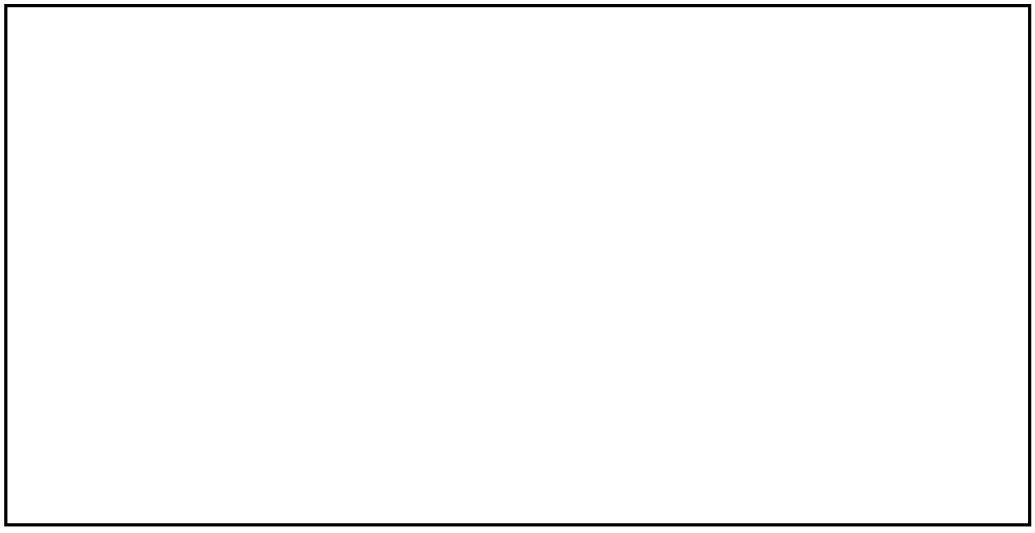
NOTE 2: Special handling designations such as "Controlled Dissemination" and "No Dissemination Abroad" will be noted at beginning of narrative (card format 4), if required.

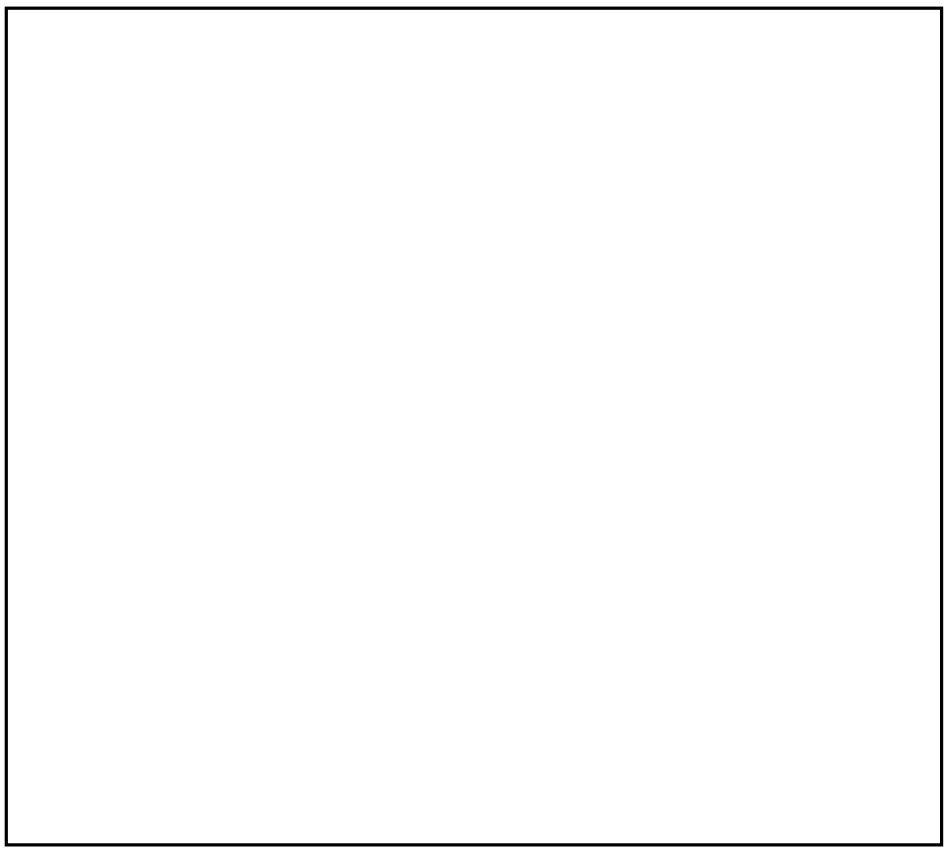
19-21 3 Intelligence activity supported by the file (alpha or blank): One alpha character in one or more of the three one-card-column groups for the intelligence activity which the file supports. A,b

Card Cols.	Content	Card Edit
19	First activity code, if appropriate, or blank.	A,b
20	Second activity code, if appropriate, or blank.	A,b
21	Third activity code, if appropriate, or blank.	A,b

The intelligence activity codes are listed below:



25X1



25X1

*22-27	6	File Intelligence Subject Codes (ISC) (numeric or blank): A three-numeric-character ISC in one or both of the two three-card-column groups for the major information contained within the file. The first three positions of the ISC as given in the chapter summaries of the ISC manual are used for this purpose. This section is reproduced in Annex 3 for coding convenience and to enable those activities which may not have an ISC manual to code this data element. When a file could possibly use all or a majority of ISC codes, use the numeric code "999" in card columns 22-24.	N,b

		Card Cols.	Content	Card Edit
		*22-24	Major ISC. These three card columns must be completed. Blanks are not permitted.	N
		25-27	Secondary ISC, if appropriate or blank.	N,b
*28-31	4		Date of file description (numeric): Four numeric characters to indicate the current date (year and month) of this file description.	N
		Card Cols.	Content	Card Edit
		28-29	Year. Two numeric characters indicating the last two numbers of the year.	N
		30-31	Month. Two numeric characters from Ø1 to 12 indicating the month.	N
*32-35	4		Date of file automation (numeric): Four numeric characters to indicate the date (year and month) that the file became or will become operational as an automated file.	N
		Card Cols.	Content	Card Edit
		32-33	Year. Two numeric characters indicating the last two numbers of the year.	N
		34-35	Month. Two numeric characters from Ø1-12 indicating the month.	N

*36-39 4 Earliest date of information in file (numeric): Four numeric characters to indicate the date (year and month) of the earliest (oldest) information in the file. N

Card Cols.	Content	Card Edit
36-37	Year. Two numeric characters indicating the last two numbers of the year.	N
38-39	Month. Two numeric characters Ø1 to 12 indicating the month.	N

40 1 File update cycle (alpha or blank): One alpha character indicating the update cycle of the file. A,b

Code	Description
N	Not applicable (inactive file)
R	On line/real time
D	Daily
W	Less often than daily through weekly
M	Less often than weekly through monthly
Q	Less often than monthly through quarterly
S	Less often than quarterly through semiannually
Y	Less often than semiannually through yearly
V	Variable use pattern

*41-43 3 File currency (alpha and numeric): One alpha and two numeric characters to indicate the time lag between the latest date of information in the file and the actual date the file was updated. A,N

Card Cols.	Content	Card Edit
41	Unit of time lag. One alpha character to indicate the unit of time lag between the latest date of information in the file and the actual date the file was updated. A blank is not permitted. One of the following codes must be used:	A
42-43	Amount of time lag. Two numeric characters with a leading zero if necessary to indicate the amount of time lag between the latest date of information in the file and the actual date the file was updated, based upon the unit of time lag entered in card column 41.	N

Code	Description
N	None (not applicable)
H	Hours
D	Days
M	Months
F	Final update (inactive file)

NOTE: If the code "N" is entered in card column 41, enter the two numeric characters ØØ (zero-zero). If the code "F" is entered in card column 41, enter the last two numbers for the year of the latest date of information in the file.

44-47 4 Approximate number of logical records (numeric, alpha, or blank): Three numeric characters and one alpha character to indicate the approximate number of logical records in the file. N,A,b

Card Cols.	Content	Card Edit
44-46	Approximate number of logical records. Three numeric characters with leading zeros, as necessary, to indicate the approximate number of logical records in the file based upon the unit of measure entered in card column 47.	N,b
47	Unit of measure. One alpha character to indicate the unit of measure for the approximate number of logical records entered in card columns 44-46. One of the following codes may be used: U=Units, H=Hundreds, T=Thousands, S=Hundreds of Thousands, M=Millions.	A,b

48-51 4 Logical record size (numeric, alpha, or blank): N,A,b
Three numeric characters and one alpha character to indicate the maximum number of BCD (6 bit) characters designed for each logical record.

Card Cols.	Content	Card Edit
48-50	Logical record size. Three numeric characters with leading zeros, as necessary, to indicate the maximum number of BCD (6 bit) character positions in each logical record within the file, based upon the unit of measure entered in card column 51.	N,b
51	Unit of measure. One alpha character to indicate the unit of measure for the number of characters entered in card columns 48-50. One of the following codes may be used:	A,b

Code	Description
U	Units
H	Hundreds
T	Thousands
S	Hundreds of thousands
M	Millions

52-55 4 Estimated annual file growth rate (numeric, alpha, or blank): Three numeric and one alpha character to indicate the estimated number of logical records by which the file grows on an annual basis. N,A,b

Card Cols.	Content	Card Edit
52-54	Growth rate. Three numeric characters with leading zeros, as necessary, to indicate the estimated number of logical records by which the file grows on an annual basis, based upon the unit of measure entered in card column 55.	N,b
55	Unit of measure. One alpha character to indicate the unit of measure for the number of logical records entered in card columns 52-54. One of the following codes may be used:	A,b

Code	Description
U	Unit
H	Hundreds
T	Thousands
S	Hundreds of thousands
M	Millions

NOTE: If the file is static, column 55 may contain an alpha "U" and columns 52-54 may contain numeric zeros.

56 1 Logical record type (alpha or blank): One alpha character to indicate the logical record type for the logical records within the file. One of the following codes may be used: A,b

Code	Description
F	Fixed length
V	Variable length
M	Mixed

* 57 1 Storage medium (alpha): One alpha character to indicate the storage medium of the file. A blank is not permitted. One of the following codes must be used: A

Code	Description
C	Cards
P	Paper tape
T	Magnetic tape
D	Disk
R	Drum

58-61 4 Magnetic tape block (numeric, alpha or blank): Three numeric and one alpha characters to indicate the maximum number of BCD characters of a tape block, when the alpha code "T" is entered in card column 57. If column 57 does not contain a T, this field will be blank. N,A,b

Card Cols.	Content	Card Edit
58-60	Tape block size. Three numeric characters with leading zeros, as necessary, to indicate the maximum number of BCD	N,b

character-positions in a tape block, based upon the unit of measure entered in card column 61.

61 Unit of measure. One alpha character to indicate the unit of measure for the number of characters entered in card columns 58-60. One of the following codes may be used: A,b

Code	Description
U	Units
H	Hundreds
T	Thousands
S	Hundreds of Thousands
M	Millions

* 62 1 Disk or tape recording mode (alpha or blank): One character to indicate disk or tape recording mode. One of the following codes must be used when card column 57, storage medium, contains the alpha character "D" or "T": A,b

Code	Description
B	Binary
D	Binary coded decimal
M	Mixed

63 1 File order (alpha or blank): One alpha character to indicate the order in which the file is stored for processing. One of the following codes may be used: A,b

		Code	Description	
		R	Random or mixed	
		S	Sequential	
64-65	2	Exchange count (numeric or blank): Two numeric characters with leading zeros, as necessary, to indicate the number of other organizations who have received copies of the file, either on a one-time or recurring basis. Enter ØØ (zero-zero) for none. Enter 99 for 99 and over. Only the numeric characters ØØ-99 are permitted.		N,b
66-72	7	Equipment manufacturer and model (alpha, numeric, or blank): Seven or less alpha or numeric characters commencing with card column 66 to indicate the data processing equipment manufacturer and model of the equipment used for processing the file. One of the codes taken from the code sheets for equipment models on pages IV-22 and 23 may be used.		A,N,b

NOTE 1: Card columns 66-68 contain a three-alpha-character manufacturer's code (left-justified). Card columns 69-72 contain four or less alpha and numeric character (right-justified) to indicate equipment model.

NOTE 2: New or special equipments should be obtained from BOB circular A-55 or referred to DIA for code assignment to be added to the special code name computer list. Special code name computers are left-justified.

73-80	8	Reserved for DIA use (blank): Leave blank. NOTE: See Annex 1 for a sample of Card Format 3, Columns No. 17-80.	b

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Section D

CARD FORMAT 4

ABSTRACT DESCRIBING FILE

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 4 enter the numeric character 4 in card column 13.	A,N
*17-18	2	Card format 4 sequence number (numeric): Two numeric characters representing the card format 4 sequence number. A maximum of 40 cards is permitted. Only the numeric characters 00-39 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Abstract description of the purpose of the file (alpha, numeric, special characters, or blank): This narrative is used to explain why the file is maintained and what is produced from it, such as names of reports or identification of extracted subsets of data produced in automated form. If the handling/releasability code for this file (format 3, column 18) or for this description (format 1, column 80) is Y, an appropriate notation will be made here. Enter the narrative (left-justified) commencing with card column 19 of card sequence ØØ. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

73-80	8	Reserved for DIA use (blank): Leave blank.	b

NOTE: See Annex 1 for a sample of card format 4. Columns 17-80.

Section E

CARD FORMAT A

FILE DEPENDENCY

Card Cols.	No. Chars.	Item	Card Edit
1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in chapter III. For card format A enter the alpha character A in card column 13.	A,N
17-18	2	Card format A sequence number (numeric): Two numeric characters representing the card format A sequence number. A maximum of 2 cards is permitted. Only the numeric characters ØØ-Ø1 are used in sequential order. Enter the sequence number ØØ for the first card.	N
19-72	54	File dependency (alpha, numeric, or blank): In one or more of the nine six-column groups enter the six or less alpha or numeric characters (left-justified within each card group) representing the file designation code which uniquely identifies other files within the reporting organization on which the file identified in card columns 7-12 is dependent. If the file is not dependent upon any other files within the reporting organization, this data element is left blank.	A,N,b

Card Cols.		Card Edit
19-24	First dependent file designation, if applicable, or blank.	A,N,b
25-30	Second dependent file designation, if applicable, or blank.	A,N,b

...	...	...	... ...
67-72		Ninth dependent file designation, if applicable, or blank.	A,N,b
73-80	8	Reserved for DIA use (blank): Leave blank.	b

NOTE 1: When card format A is used for the deletion of an existing supplementary file description from the FPCS (i.e., from card formats A, B, and C), complete card identification must be provided in card format A in accordance with the detailed coding instructions in chapter III; the alpha character "D" is entered in card column 16 (action code); and card columns 17-80 are left blank.

NOTE 2: See Annex 1 for a sample of card format A, columns no. 17-80.

Section F

CARD FORMAT B

PROGRAMS USED TO PROCESS THIS FILE

Card Cols.	No. Chars.	Item	Card Edit
1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format B enter the alpha character B in card column 13.	A,N
17-18	2	Card format B sequence number (numeric): Two numeric characters representing the card format B sequence number. A maximum of 3 cards is permitted. Only the numeric characters ØØ-Ø2 are used in sequential order. Enter the sequence number ØØ for the first card.	N
19-72	54	Programs used to process this file: The identification code will be the same code used to describe programs in this system (See Chapter III, Card Identification, columns 7-12). Each program identification will be left-justified into a six-character field. If the Formatted File System is used, indicate this by entering FFS into one of the 6-character fields.	A,N,b

Card Cols.	Item	Card Edit
19-24	First program, if applicable, or blanks.	A,N,b
25-30	Second program, if applicable, or blanks.	A,N,b
...	... ...	...

		67-72 Ninth program, if applicable, or blanks.	A,N,b
73-80	8	Reserved for DIA use (blank): Leave blank.	b

NOTE: See Annex 1 for a sample of Card Format B, columns 17-80.

Section G

CARD FORMAT C

SUBSTANTIVE DATA ELEMENTS

Card Cols.	No. Chars.	Item	Card Edit
1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format C enter the alpha character C in card column 13.	A,N
17-18	2	Card format C sequence number (numeric): Two numeric characters representing the card format C sequence number. A maximum of 5Ø cards is permitted. Only the numeric characters ØØ-49 are used in sequential order. Enter the sequence number ØØ for the first card.	N
19-72	54	Substantive data elements (alpha, numeric, special character, or blank): A maximum of 5Ø cards is allowed, card sequences ØØ-49. Each card has room for the names of two substantive data elements in the file, for a total of 1ØØ entries. Standard abbreviations or clear mnemonics should be used. Special technical contents included in the file for programming purposes need not be named. For any file containing over 1ØØ data elements, the data elements should be grouped into their next larger category for substantive naming. For example, if a large file included data on installation dimensions, orientation, roof cover, and floor area, the data may be grouped together as building descriptions (bldg. descrip.). All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

		Character	Description	
		.	Period	
		,	Comma	
		(	Opening (left) parenthesis	
		)	Closing (right) parenthesis	
		/	Slash (virgule)	
		-	Hyphen	
73-80	8	Reserved for DIA use (blank). Leave blank.		b

NOTE: See Annex 1 for a sample of card format C, columns 17-80.

Chapter V

PROGRAM DESCRIPTION

Section A

Card Format 5

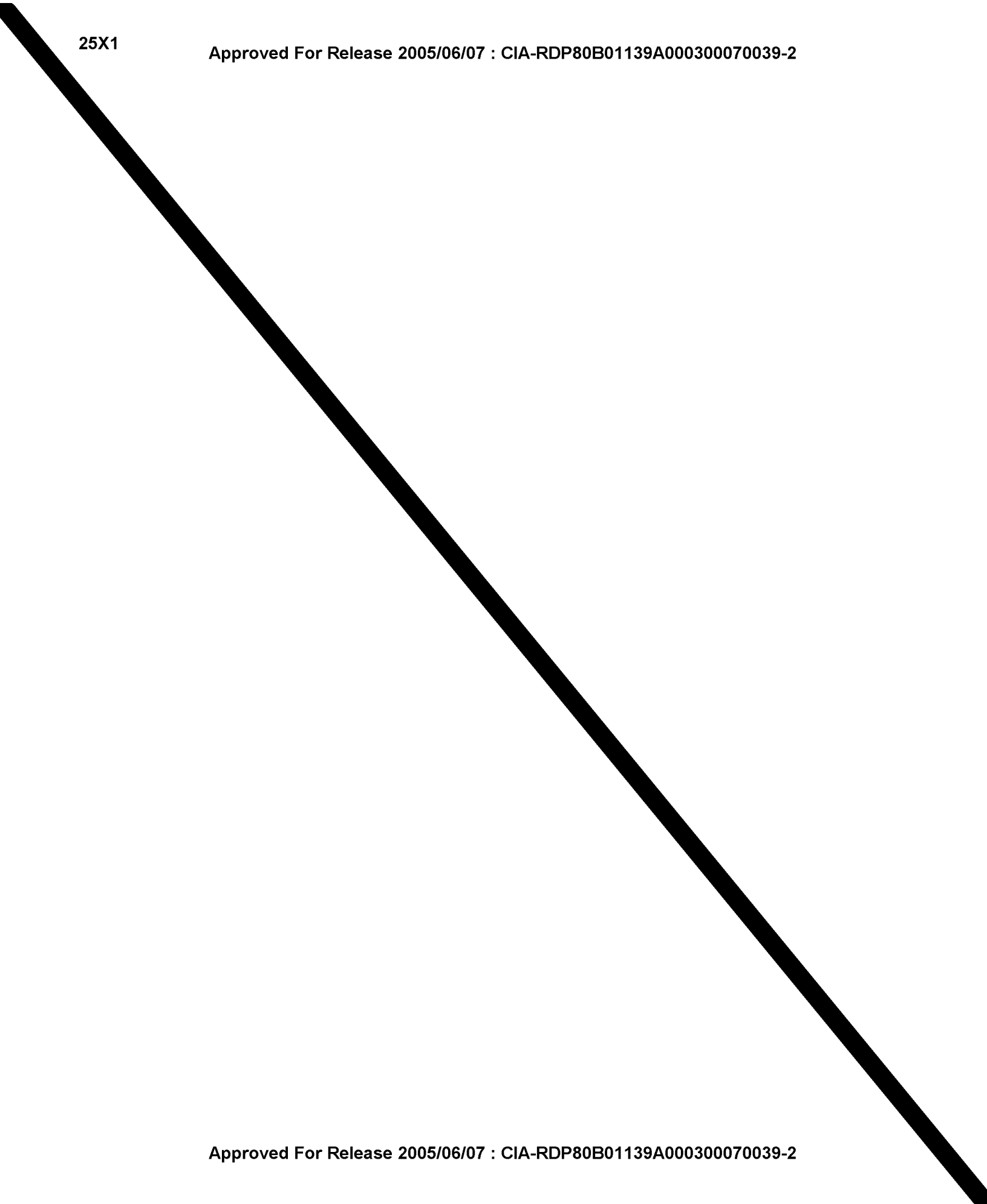
DESCRIPTIVE PROGRAM TITLE

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. Enter the numeric character "5" in card column 13 for card format 5 entries.	A,N
*17	1	Program security classification or security control (alpha): One alpha character representing the classification or control of the information contained in the program. The use of control codes takes precedence over the use of classification codes. A blank is not permitted. One of the following classification or control codes must be used:	A

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

Combination Code	Description
F	Top Secret, SSO controlled
G	Secret, SSO controlled
H	Confidential, SSO controlled



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NOTE 2: Special handling designations such as "Controlled Dissemination" and "No Dissemination Abroad" will be noted at beginning of narrative (card format 8), if required.

*19-72	54	Descriptive title of the program (alpha, numeric, special character, or blank): Fifty-four card columns of free text (left-justified if title is shorter than 54 characters) commencing with card column 19 for the descriptive title of the program which has been identified in card columns 7-12 of card identification. A completely blank field is not acceptable. All alpha and numeric characters are acceptable. Only the following special characters are acceptable:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

73-78	6	Reserved for DIA use (blank): Leave blank.	b

NOTE: When card format 5 is used for the deletion of an existing program description from the FPCS, complete card identification must be provided in accordance with the detailed coding instructions in Chapter III; the alpha character "D" is entered in card column 16 (action code); and card columns 17-8Ø are left blank.

*79	1	Highest card security classification or card security control (alpha): One alpha character representing the	A

highest security classification code or highest security control code used in one or more of the cards prepared for this program description. A blank is not permitted. One of the following classification or control codes must be used (control code or combination code take precedence):

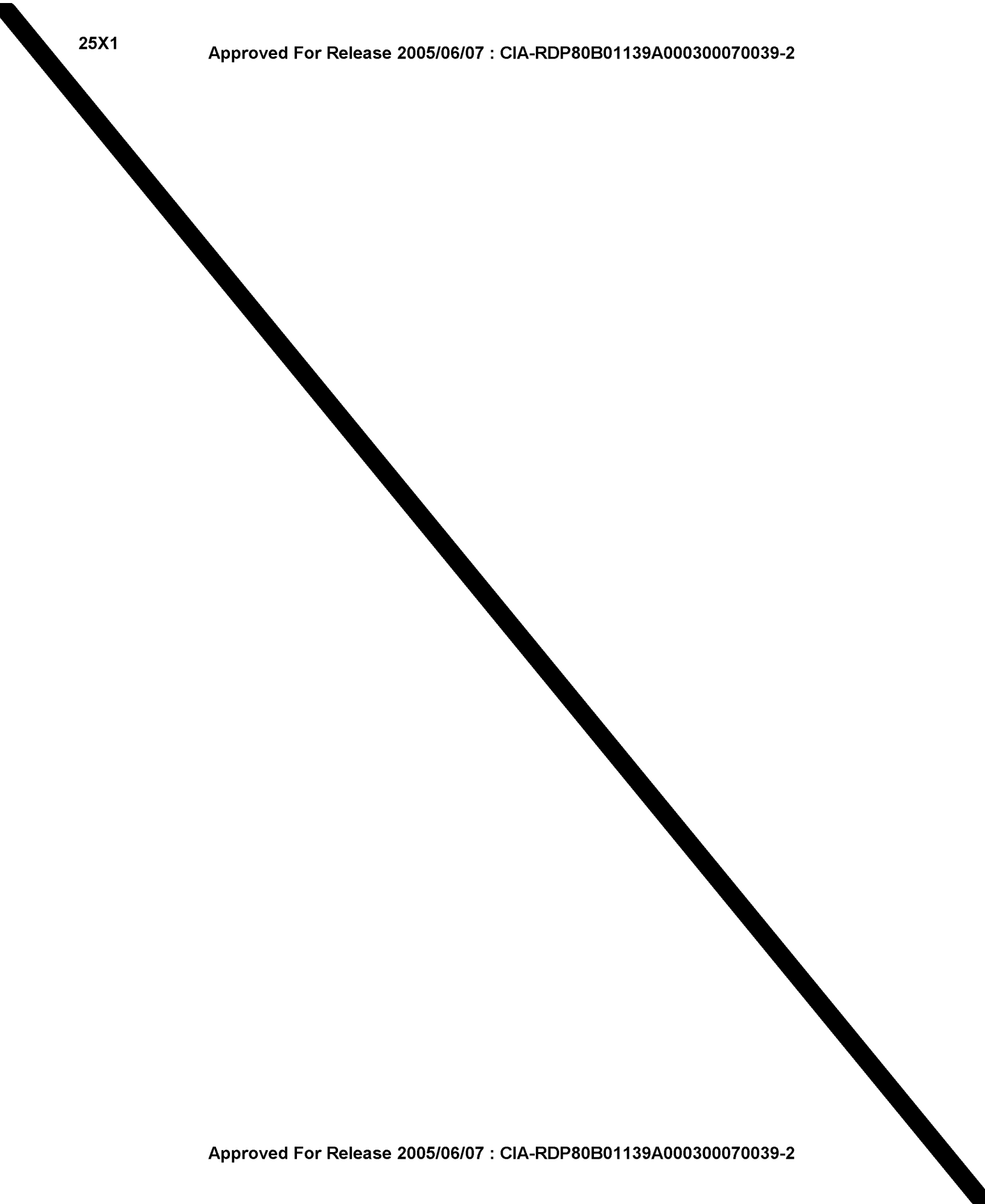
Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

Combination Code	Description
F	Top Secret, SSO controlled
G	Secret, SSO controlled
H	Confidential, SSO controlled

*80 1 Highest card handling/releasability (alpha): One alpha character representing the highest card handling/releasability code used in one or more of the cards prepared for this program description. A blank is not permitted. One of the following handling/releasability codes must be used: A

25X1



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Section B

CARD FORMAT 6

MISCELLANEOUS PROGRAM DESCRIPTIONS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 6 enter the numeric character 6 in card column 13.	A,N
*17	1	Program status (alpha): One alpha character representing the status of the program identified in card columns 7-12 of the card identification. A blank is not permitted. One of the following codes must be used: Code — Description *O — Operational D — Design (For DoD agencies only, optional for non-DoD USIB agencies)	A
18	1	Documentation status (alpha or blank): One alpha character representing the documentation status of the program. One of the following codes must be used: Code — Description N — None C — Complete (including flow charts, program listings, narrative, operating instructions, etc.) P — Partial (including one or more of above, or documentation under preparation)	A,b
19-22	4	Date program became(will become) operational (Numeric): Four numeric characters to indicate the date (year and month) that the program became or will become operational (columns 19-2Ø mandatory).	N

Card Cols.		Content	Card Edit
		19-20 Year. Two numeric characters indicating the last two numbers of the year.	N
		21-22 Month. Two numeric characters from Ø1 to 12 indicating the month.	N
23	1	Program run frequency (alpha or blank): One alpha character indicating the run frequency of the program. One of the following codes must be used:	A,b

Code	Description
R	On line/real time
D	Daily
W	Less often than daily through weekly
M	Less often than weekly through monthly
Q	Less often than monthly through quarterly
S	Less often than quarterly through semi-annually
Y	Less often than semiannually through yearly
V	Variable use pattern

24-27	4	Approximate number of core locations (numeric, alpha or blank): Three numeric characters and one alpha character to indicate the approximate number of BCD core locations or computer words required by the program.	N,A,b

Card Cols.	Content	Card Edit
24-26	Approximate number of core locations. Three numeric characters with leading zeros, as necessary, to indicate the approximate	N,b

number of BCD core locations (this number is expressed in terms of computer words for other than BCD computers) required by the program, based upon the unit of measure entered in card column 27.

27 — Unit of measure. One alpha character to indicate the unit of measure for the approximate number of core locations entered in card columns 24-26. One of the following codes must be used when reporting: — A,b

Code	Description
U	Units
H	Hundreds
T	Thousands
S	Hundreds of Thousands
M	Millions

*28-60 33 — Program language (alpha, numeric, or blank): The language used to write this program. Enter the data (left-justified) commencing with card column 28. — A,N,b

NOTE: See Annex 1 for a sample of Card Format 6, Columns No. 17-60.

Section C

CARD FORMAT 7

MINIMUM EQUIPMENT AND SPECIAL FEATURES NEEDED TO RUN PROGRAM

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 7 enter the numeric character 7 in card column 13.	A,N
*17-18	2	Card format 7 sequence number (numeric): Two numeric characters representing the card format 7 sequence number. A maximum of 6 cards is permitted. Only the numeric characters ØØ-Ø5 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Minimum set of equipment and special features required to run this program (alpha, numeric, special character, blank): Minimum set of equipment and special features required to run this program, such as core size, number of tape units, card readers, floating point, sense-switches, etc., are entered, left-justified, in free form, commencing with card column 19 of card sequence ØØ. This field will not be left completely blank. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

73-80	8	Reserved for DIA use (blank): Leave blank. NOTE: See Annex 1 for a sample of card format 7, columns no. 17-80.	b

Section D

CARD FORMAT 8

ABSTRACT DESCRIBING PROGRAM

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in chapter III. For card format 8 enter the numeric character 8 in card column 13.	A,N
*17-18	2	Card format 8 sequence number (numeric): Two numeric characters representing the card format 8 sequence number. A maximum of 40 cards is permitted. Only the numeric characters ØØ-39 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Abstract description of program (alpha, numeric, special characters, blank): This abstract is used to explain why the program is maintained and what is produced from it. The abstract should include a description of the inputs, processing, outputs, and any program limitations. Where master data files are created or processed, the file identification code used to describe files in this system (see Chapter III, Card Identification, columns 7-12) should be used. Enter the data (left-justified), in free form, commencing with card column 19. This field cannot be left completely blank. If more space is required, continuation cards may be used. If continuation cards are used, care must be exercised to insure proper data flow from one card to the next. Hyphenation must be avoided from one card to the next. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

		Character	Description	
		.	Period	
		,	Comma	
		(	Opening (left) parenthesis	
		)	Closing (right) parenthesis	
		/	Slash	
		-	Hyphen	
73-80	8		Reserved for DIA use (blank): Leave blank.	b

NOTE: See Annex 1 for a sample of card format 8, columns no. 17-80.

Section E

CARD FORMAT 9

SOFTWARE DEPENDENCY AND MISCELLANEOUS PROGRAM DESCRIPTIONS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 9 enter the numeric character 9 in card column 13.	A,N
*17-23	7	Equipment manufacturer and model (alpha, numeric, or blank): Seven or less alpha or numeric characters commencing with card column 17 to indicate the data processing equipment manufacturer and model of the equipment used for running this program. One of the codes taken from the code sheet for equipment models presented under card format 3 may be used. This field cannot be left completely blank. NOTE 1: Card columns 17-19 contain a three-alpha character manufacturer's code. Card columns 20-23 contain four or less alpha and numeric characters (right-justified) to indicate equipment model. NOTE 2: New or special equipment should be obtained from BoB circular A-55 or referred to the CODIB Support Staff (address as in Chapter I, paragraph 6), for code assignment to be added to the special code name computer list. Special code name computers are left-justified.	A,N,b
*24-27	4	Date of program description (numeric): Four characters to indicate the current date (year and month) of this program description. Card Cols. — Content — Card Edit 26-27 — Year. Two numeric — N	N

characters indicating the last two numbers of the year.

28-29 Month. Two numeric characters from Ø1 to 12 indicating the month. N

28-29	2	Exchange count (numeric or blank): Two numeric characters with leading zeros, as necessary, to indicate the number of other organizations who have received copies of the program. Enter ØØ (zero-zero) for none. Enter 99 for 99 and over. Only the numeric characters ØØ-99 or blanks are permitted.	N,b
*30-71	42	Software dependency (alpha, numeric, special characters, or blanks): Enter the name of the external software needed to run this program. Enter data (left-justified) commencing with card column 3Ø. This field will not be left completely blank. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

72	1	Software source (alpha or blank): Enter one of the following alpha codes to identify the source of the software named in card column 30-71.	A,b

Code	Description
L	Local software
M	Manufacturer's software
N	Manufacturer's software, locally modified

		O Other than local or manufacturer's software P Other than local or manufacturer's software, locally modified.	
73-80	8	Reserved for DIA use (blank): Leave blank.	b

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